

حمل الآن

مجاناً وحصرياً

المراجعة رقم (1)

اختبار شهر ابريل



Lesson 1

» ICT helps us build a better environment through:

- ① Clean Vehicles: they do not emit harmful exhaust gases, so they reduce pollution and protect our health.
- ② Energy Saving: by managing energy consumption smartly, reducing the waste of resources.
- ③ Increasing Job Opportunities:
in the field of clean transportation or smart services.

» ICT and Faster Services (Online Booking) :

- Online booking: It is using websites or applications to request and book a service or appointment without going to its place.
- This saves effort and helps you organize your time.

» How Do These Tools Work?

- ① Global Positioning System (GPS): accurately determines your location and the vehicle's location, and suggests the best and fastest route.
- ② Smart Applications: allow electronic payment and show the cost before you start.
- ③ Notifications and Reminders: send you a message about the arrival time of the vehicle or remind you of your booking time.

» Designing an ICT Tool to Solve a Transportation Problem:

Traditional Methods	Technological Solutions (Using ICT)
• Waiting at the bus stop without Knowing the bus arrival time	• Using a GPS tracking application to see bus location on the map
• Cash payment to the driver, which may expose you to losing money	• Using electronic payment via mobile, which is more secure
• Wasting time and exposure to traffic and pollution	• Saving time, reducing pollution, and increasing safety

Lesson 2

» The Operating System:

- It is the program that makes the computer work and responsible for running different programs
- Without an operating system, a computer cannot function or interact with the user

» The operating system helps you to:

- 1 Manage files and folders.
- 2 Run different programs.
- 3 Control device components such as the screen, mouse, and keyboard.

» Examples of operating systems:

- 1 Windows: from Microsoft
- 2 macOS: from Apple
- 3 Linux.
- 4 Android / iOS: for smartphones and tablets

» Changing System Settings through:

- Control Panel (in Windows) or Setting (on smartphones)
- Some settings that can be changed include:
 - 1 Changing the desktop background.
 - 2 Adjusting the volume level.
 - 3 Changing the language, date, and time.
 - 4 Connecting to the internet network (Wi-Fi).

» Installing Programs and Applications:

» **Programs:** are tools that help us perform specific tasks, such as writing, drawing, or learning.

» To install a program on a computer:

- 1 Download it from the internet or from a compact disc (CD)
- 2 Follow the installation steps.

» To install a program on smartphones:

- applications are downloaded from the store such as:
Play Store: on Android devices.
App Store: on iPhone devices.
- After installation, the application icon appears on the screen, can be opened by clicking on it.

Lesson 3

» Microsoft Word:

- is one of the most popular word processing programs in the world.
- It helps you write and format reports, insert images, tables, and headings

» Components of Microsoft Word Interface:

Menu Bar	• It contains commands such as "File", "Insert", and "Layout".
Toolbar	• It includes buttons for formatting text, such as changing color, and the font size
Writing Area	• The place where you write the report.

» Steps to Write a Simple Report:

- 1 Open the Microsoft Word program.
- 2 Choose "New Document".
- 3 Write the report title.
- 4 Add text and images through the "Insert" menu.
- 5 Format the text using the tools in the top ribbon.
- 6 Save the file with a suitable name through the "File" menu, then select "Save".

» **Messaging services:** help us exchange messages, images, and files quickly and easily via the internet.



1 WhatsApp



2 Messenger



3 Telegram

» **Tips for Using Messaging Safely:**

- Do not share your personal information with strangers.
- Do not open suspicious or unknown links.
- Use messaging services for useful purposes such as studying or communication with friends and teachers.
- Respect others in your messages and avoid spreading rumors

Lesson 4

» **A presentation:** It is a collection of slides used to present information and ideas.

- It helps you deliver your message clearly and attractively by using text, images, shapes, and animations.
- **Slides:** the spaces where we write text and add images in PowerPoint.

» **Microsoft PowerPoint: Your Friend in Creativity:**

- Microsoft PowerPoint, part of the **Microsoft Office** suite, is one of the most popular and easiest programs used to create presentations.
- PowerPoint has easy-to-use tools, such as drawing and writing tools, and many animation options.
- Animation options make your slides move and look attractive and engaging.
- Using PowerPoint makes you like a creative director, turning your ideas into a short video and telling a story using animated images and music.

Basic PowerPoint Tools:

Tool Name	Location	Function
File Tab	Top left	To save the presentation, To open it, or To print it.
Taskbar (Home tab)	At the top	- Contains important formatting commands such as changing: - font size, type and text color
Tabs	At the top of the screen Such as: "Design", "Insert", and "Animations "	Each tab contains a group of specialized tools.
Design Tab	One of the main tabs	- choose the "slide size" to format the slide shape. - choose the "Theme" to change the background and colors to create an attractive design
Insert Tab	One of the main tabs	Used to add new elements to the slide, such as: Pictures, Shapes, Charts and Videos
Review Tab	One of the main tabs	Responsible for checking words and ensuring there are no spelling errors

Lesson 5

» A database:

- It is a way to store and organize large amounts of data and information inside a computer, making it easy to analyze, search, and modify.

» Importance of Database:

- It helps us collect information about people, places, or things, and makes managing this information easier.

E.X A school uses a database to organize information about its students (such as student name and ID).

» Excel: A Database-Building Tool

- ① We can use Microsoft Excel to create simple databases.
- ② Microsoft Excel can also be used for: Sorting, Adding, Subtracting, Multiplying, Dividing, and Filtering.
- ③ Excel used to create tables made up of columns and rows.
 - In a database, a column is called a Field which represents the type of information (such as a student's name).,
 - A row is called a Record, and it represents all information about one item (such as the data of one student).

» Steps to Create a Simple Database in Excel:

- ① **Define the Columns (Fields):** Write headings in the first row (field names),
e.g., "ID Number", "Class Name", "Student's Name".
- ② **Enter the Data (Records):** Fill in data from the second row under each column.

③ Add New Columns: Right-click a column heading, choose "Insert Column"; it will be added and formatted automatically.

- Excel is an excellent program to perform mathematical operations.
- When dealing with a database that contains numbers (such as students' grades or expenses), you can use Formulas.
- The golden rule: To create a formula, You must start with the "=" sign.

» **Examples of Formulas:** To add specific cells, subtract cells, and calculate an average (addition then division).

Lesson 6

» **SmartArt:** They are ready-to-use graphics and shapes in PowerPoint that help you show information visually in an organized way, using a series of steps or clear relationships.

» **Importance of Flowcharts (SmartArt):**

- ① They make your presentation more engaging.
- ② They help the audience understand complex information or project steps easily and quickly than reading long texts.
- ③ They help you to illustrate the stages of a plant's life cycle, steps to prepare a meal, or team organization in a project.

» **Steps to Insert and Customize SmartArt in PowerPoint:**

Step 1: Insert

- ① Click "Insert" tab in the top ribbon of PowerPoint.
- ② Look for the "SmartArt" icon and click it.
- ③ A dialog box will appear showing many chart types.

Step 2: Choose the Type

- 1 Select the suitable type to represents your information.
 - If your information consists of series of steps, choose from the "List", "Process", or "Cycle" categories.
- 2 Click the chart you prefer in the dialog box, then click "OK" to insert it to the slide.

Step 3: Add Text

- 1 Click the [Text] or [Flowchart] that appears on the slide.
- 2 Start writing the information or steps you want to explain inside the text boxes in the chart.

Step 4: Customize and Beautify Your Flowchart

- 1 Click on the flowchart. Two new tabs will appear at the top: "SmartArt Design" and "Format".
- 2 In SmartArt Design, you can:
 - Change Colors to make your slides more attractive.
 - Choose a new style from SmartArt Style to change how your boxes and shapes look.

Model Exam

1

1 Choose the correct answer:

- 1 After clicking the SmartArt icon, a will appear showing many chart types.
- a. new slide b. dialog box c. blank page d. saved file
- 2  In Excel, the row that contains complete information about one person is called
- A. Field B. Record C. Column D. Workbook
- 3  Which program is used to write reports?
- A. Excel B. PowerPoint C. Word D. Paint
- 4 - Technology helps reduce pollution by spreading
- a. traditional cars b. public transport
c. fuel stations d. electric vehicles
- 5  If you want to change the shape and color of the slide background, you should use the tab.
- A. File B. Insert C. Review D. Design
- 6  What program makes the computer work?
- A. Drawing program B. Electronic game
C. Writing program D. Operating system
- 7 help us exchange messages and files quickly via the internet.
- a. Messaging services b. Word programs
c. Keyboards d. Operating systems

2 Put (✓) or (X):

- 1 Excel is used to create tables made of columns and rows. ()
- 2  The "Animations" tab is used to add visual effects to elements in a slide. ()
- 3 Flowcharts are not useful for organizing team tasks in a project. ()
- 4 The Writing Area is where you write the content of your report. ()
- 5 A database is used just to store and organize small amounts of data. ()
- 6 ICT tools help us solve real-life problems. ()
- 7  SmartArt is used to show information in an organized and visual way. ()
- 8 You should be careful when changing settings so they don't affect performance. ()

Model Exam

2

Choose the correct answer:

- 1 Animation options make your slides and look attractive.
a. move b. print c. save d. stop
- 2 SmartArt makes your presentation more
a. boring b. engaging c. difficult d. long
- 3 One of the tasks of the operating system is to manage
a. people b. files and folders
c. electricity d. none of them
- 4  To add a new column in Excel, we use the option
a. Insert column b. Delete row c. Sort data d. Filter data
- 5  To save a file, we choose the command
a. Open b. Print c. Save d. Exit

- 6 is a term used for all technological tools that help us process information.
- a. HTML b. ICT c. RAM d. URL
- 7  Before you start designing slides, you can set the slide size through the option.
- a. Slide Size b. Background color
c. Font d. Insert table

2 Put (✓) or (X):

- 1 "Themes" in the Design Tab are used to change the background and colors. ()
- 2 Reading long texts is easier for the audience than looking at flowcharts. ()
- 3 Choosing "New Document" is the first step to starting a report. ()
- 4  To sort data from smallest to largest, we use the Sort tool. ()
- 5 iOS is an operating system used for smartphones. ()
- 6 Smartphones are only used for communication. ()
- 7  One of the benefits of SmartArt is that it helps the audience understand complex information more easily and quickly. ()
- 8 In Excel, a row is called a record. ()

Model Exam

3

1 Choose the correct answer:

- 1  When writing column headings such as "ID Number" and "Class Name", you write them in
- a. The second row b. The first row
c. The last column d. Any empty place

- 6  The colors or design of SmartArt cannot be changed after you insert it. ()
- 7 GPS is used to determine your location accurately. ()
- 8 The Review Tab contains commands to change the text color. ()

Model Exam

4

1 Choose the correct answer:

- 1  Which company developed the Windows operating system?
a. Google b. Apple c. Microsoft d. Linux
- 2 Which of the following is a category you can choose if your info is a series of steps?
a. Square b. Cycle c. Line d. Dot
- 3 What is the name of a column heading like "Student Name" in a database?
a. Record b. Row c. Field d. Workbook
- 4 You can use the Insert Tab to add to clarify numbers.
a. animations b. fonts c. charts d. spell checks
- 5  To change the flowchart colors, go to the tab that appears after insertion.
a. SmartArt Design b. Format c. Review d. Slide Show
- 6 All of the following are examples of messaging services EXCEPT
a. WhatsApp b. Messenger c. Telegram d. Microsoft Word
- 7  If a transportation company relies on electronic payment instead of cash payment, this increases
a. Safety b. Pollution
c. Fuel consumption d. Breakdowns

2 Put (✓) or (X):

- ① The Design Tab allows you to choose the "slide size." ()
- ②  The main goal of analyzing and modifying data is to destroy the data. ()
- ③ Messaging services allow you to exchange images and files easily. ()
- ④  The application store for iPhone devices is called Play Store. ()
- ⑤ The Home tab is used to check for spelling errors. ()
- ⑥  Microsoft Word is used for word processing and writing reports. ()
- ⑦ GPS suggests the best and fastest route for your journey. ()
- ⑧ SmartArt makes presentations less engaging for the teacher. ()

Model Exam

5

1 Choose the correct answer:

- ①  Flowcharts help present the material better than
 a. Animated images b. Videos
 c. Plain text (written) d. Charts
- ② The is responsible for checking words and ensuring there are no spelling errors.
 a. Insert Tab b. Design Tab c. Review Tab d. File Tab
- ③ While using messaging services, you should NOT share your with strangers
 a. personal information b. school name
 c. favorite color d. general reports

- 4 macOS is an operating system from
 a. Microsoft b. Apple c. Google d. none of them
- 5  Microsoft Excel is used to create and manage
 a. Daily notes b. Electronic games
 c. Databases d. Animated graphics
- 6 Using a GPS tracking application helps you see the on the map.
 a. weather b. driver's home
 c. bus location d. ticket price
- 7  A table can be inserted in Word from the menu.
 a. Insert b. File c. View d. Tools

2 Put (✓) or (X):

- 1 Microsoft PowerPoint is one of the most popular programs to create presentations. ()
- 2 You can find the SmartArt icon under the "Review" tab. ()
- 3  Excel is an example of a messaging service. ()
- 4 To add a new column, you right-click on the column heading. ()
- 5 The operating system is responsible for designing and writing programs. ()
- 6 The File Tab allows you to change the font type and color. ()
- 7  The "Process" category of SmartArt is used to represent sequential steps. ()
- 8  A school bus tracking application helps students organize their time and arrive on time. ()

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9



حمل الآن

مجاناً وحصرياً

المراجعة رقم (2)

اختبار شهر ابريل



Test (1)

**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) Online booking depends on going to the service location. ()
- (2) A database helps organize information inside the computer. ()
- (3) The writing area is used only to display images inside the document. ()
- (4) Electric vehicles help reduce pollution. ()
- (5) The operating system is responsible for running the computer. ()
- (6) A presentation helps deliver information clearly. ()
- (7) SmartArt colors are fixed and cannot be changed after inserting the diagram. ()

2 Choose the correct answer from the following options:

- (1) Smart transportation relies on to track vehicles.
(a) Passenger counting (b) GPS
(c) Shipping (d) Transportation
- (2) The program responsible for running the computer is
(a) Image program (b) Operating system
(c) Printer (d) Hard disk
- (3) The program is used to create reports.
(a) Table (b) Paint (c) Word (d) Chrome
- (4) One of the most important presentation design programs is
(a) Paint (b) PowerPoint (c) Excel (d) Word
- (5) services help exchange messages and files over the Internet.
(a) Sharing (b) Security (c) Messaging (d) Writing



- (6) contains complete data for one student in a database.
(a) field (b) column (c) record (d) title
- (7) SmartArt is added through the tab in PowerPoint.
(a) View (b) Insert (c) Format (d) Review
- (8) Changing the desktop background is done through
(a) Control Panel (b) Recycle Bin (c) Notepad (d) File Manager

Test (2)**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) Solving problems using traditional methods is faster than technological methods. ()
- (2) The "Review" tab is responsible for adding animations in PowerPoint. ()
- (3) Excel program is used to store students' grades. ()
- (4) SmartArt diagrams are used to display information in an organized way. ()
- (5) You should respect others when messaging. ()
- (6) Android operating system is used only in desktop computers. ()
- (7) A database helps collect information about people or places. ()

2 Choose the correct answer from the following options:

- (1) Excel program helps in
(a) Playing videos (b) Data analysis
(c) Creating games (d) Drawing pictures
- (2) A presentation consists of a set of
(a) films (b) slides (c) drawings (d) notes



- (3) Using animations in a presentation makes the presentation
(a) boring (b) attractive (c) traditional (d) static
- (4) Installing applications on iPhone is done using
(a) App Store (b) Control Panel (c) Google Store (d) Play Store
- (5) helps in exchanging messages over the Internet.
(a) Paint (b) Word (c) Excel (d) Telegram
- (6) The average of grades is calculated through in Excel.
(a) cell formatting (b) multiplication
(c) formula (d) subtraction
- (7) helps make clean vehicles better for the environment.
(a) Not emitting exhaust (b) Using gasoline
(c) Running the engine (d) Diesel engine
- (8) To add a SmartArt diagram to the slide, we start by clicking the tab.
(a) Design (b) Insert (c) Review (d) Animations

Test (3)



1 Mark (✓) the correct statements and (X) the incorrect statements:

- (1) Files and folders are managed through the operating system. ()
- (2) Windows is an operating system produced by Microsoft. ()
- (3) GPS helps identify the best routes and avoid congestion. ()
- (4) The WhatsApp program is used for word processing. ()
- (5) A presentation does not use images or text. ()
- (6) SmartArt helps make the presentation more attractive. ()
- (7) A column represents a record in an Excel table. ()



2 Choose the correct answer from the options:

- (1) Formulas in Excel begin with the symbol
(a) (+) (b) (-) (c) (=) (d) (/)
- (2) Tabs are located at the of the PowerPoint screen.
(a) top (b) bottom (c) right (d) left
- (3) Choosing the slide size is done through the tab in PowerPoint.
(a) Home (b) File (c) Insert (d) Design
- (4) The Excel program is used to create
(a) simple databases (b) images
(c) presentations (d) videos
- (5) payment helps reduce the loss of money during transportation.
(a) Cash (b) Electronic (c) Deferred (d) Paper
- (6) The store for Android devices is
(a) Android Store (b) Windows Store
(c) Play Store (d) App Store
- (7) From the Design tab in PowerPoint, you can change SmartArt diagram
(a) font (b) colors
(c) videos (d) display language
- (8) Images are inserted through the Tab in Word.
(a) Layout (b) Insert (c) Pictures (d) View

Test (4)

**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) A database helps collect information about people or places. ()
- (2) Formulas in Excel begin with the sign (=). ()
- (3) Adding videos to the presentation is done through the "Design" tab in PowerPoint. ()
- (4) "Messenger" is an example of messaging applications. ()
- (5) Windows operating system belongs to Apple company. ()
- (6) Online booking increases the use of paper. ()
- (7) The "Process" category is used for sequential steps in SmartArt diagrams. ()

2 Choose the correct answer from the options:

- (1) The Excel program helps in
(a) word processing (b) data analysis
(c) creating presentations (d) internet browsing
- (2) Using animations in a presentation makes the presentation
(a) boring (b) attractive (c) traditional (d) static
- (3) A presentation consists of a set of
(a) films (b) slides (c) drawings (d) notes
- (4) Installing applications on iPhone is done through
(a) App Store (b) Control Panel (c) Google Store (d) Play Store
- (5) application helps exchange messages over the Internet.
(a) Paint (b) Word (c) Excel (d) Telegram



- (6) helps make clean vehicles better for the environment.
- (a) Not emitting exhaust (b) Using gasoline
(c) Running the engine (d) Diesel engine
- (7) The average of grades is calculated through in Excel.
- (a) cell formatting (b) multiplication
(c) formula (d) subtraction
- (8) To add a SmartArt diagram to the slide, we start by clicking the tab.
- (a) Design (b) Insert (c) Review (d) Animations

Test (5)**1 Mark (✓) the correct statements and (X) the incorrect statements:**

- (1) Using animations in presentation slides makes them more attractive. ()
- (2) The ribbon (Home tab) is located at the bottom of PowerPoint. ()
- (3) Inserting images is done from the "View" menu in Word. ()
- (4) The Excel program is used to create simple databases. ()
- (5) The shape of boxes in SmartArt cannot be changed. ()
- (6) Information technology reduces job opportunities. ()
- (7) The mouse and keyboard can be controlled through the operating system. ()

2 Choose the correct answer from the options:

- (1) Saving a document is done through the tab in Word.
- (a) Insert (b) Layout (c) File (d) View
- (2) Windows operating system belongs to company.
- (a) Google (b) Samsung (c) Microsoft (d) Apple



- (3) Notifications help the user to
(a) lose appointments (b) increase congestion
(c) remind of time (d) disable service
- (4) Changing the time and date on the phone is done through
(a) Notes (b) Preferences (c) Internet (d) Settings
- (5) One of the correct uses of messaging is
(a) spreading rumors (b) disturbing others
(c) sharing passwords (d) communicating with others
- (6) The field "Student Name" is written inside a in the database.
(a) row (b) column (c) blank document (d) new sheet
- (7) To add text inside SmartArt in PowerPoint, you click on the then change it.
(a) text (b) formula (c) animation (d) style
- (8) Spell checking is done through the tab in PowerPoint.
(a) File (b) Review (c) Design (d) Insert

MATHEMATICS

اللغة العربية

ات

الرياضي

الدراسات الاجتماعية

العلوم



Test (1)

- 1 (1) X (2) ✓ (3) X (4) ✓
(5) ✓ (6) ✓ (7) X
- 2 (1) GPS. (2) Operating system.
(3) Word. (4) PowerPoint.
(5) Messaging. (6) Record.
(7) Insert. (8) Control Panel.

Test (2)

- 1 (1) X (2) X (3) ✓ (4) ✓
(5) ✓ (6) X (7) ✓
- 2 (1) Data analysis. (2) slides.
(3) attractive. (4) App Store.
(5) Telegram. (6) formula.
(7) Not emitting exhaust. (8) Insert.

Test (3)

- 1 (1) ✓ (2) ✓ (3) ✓ (4) X
(5) X (6) ✓ (7) X
- 2 (1) = (2) top.
(3) Design. (4) simple databases.
(5) Electronic. (6) Play Store.
(7) colors. (8) Insert.

Test (4)

- 1 (1) ✓ (2) ✓ (3) X (4) ✓
(5) X (6) X (7) ✓
- 2 (1) Data analysis. (2) attractive.
(3) slides. (4) App Store.
(5) Telegram. (6) Not emitting exhaust.
(7) formula. (8) Insert.

Test (5)

- 1 (1) ✓ (2) X (3) X (4) ✓
(5) X (6) X (7) ✓
- 2 (1) File. (2) Microsoft.
(3) remind of time. (4) Settings.
(5) communicating with others. (6) column.
(7) text. (8) Review.

جديد من شركة التأسيس السليم



MATHEMATICS
GRADE 1st TO 3rd
PRIMARY SCHOOL



العلوم
للم صفوف 4 و 5 و 6
الابتدائي



الدراسات الاجتماعية
للم صفوف 4 و 5 و 6
الابتدائي

حمل الآن

مجاناً وحصرياً

المراجعة رقم (3)

اختبار شهر ابريل



Lesson 1: The Role of Information Technology in Improving Our Lives



1. ICT: A Tool for Real-World Solutions

Dear Student, did you know that the smartphone you carry is not just for communication, but a powerful tool for solving real-world problems? **ICT** stands for **Information and Communication Technology**, representing all the technological tools that help us process and manage information.

First: ICT for a Better Environment

Technology helps us build a cleaner and better environment through:

- **Clean Vehicles:** ICT applications and digital payment systems have boosted the use of **Electric Vehicles (EVs)**. These vehicles do not emit harmful gases, reducing pollution and protecting our health.
- **Energy Saving:** Technology helps us manage energy consumption in homes and factories smartly, which reduces resource waste.
- **Increasing Job Opportunities:** Technology has opened new doors for many people to work in clean transportation and smart services.

Second: ICT and Faster Services (Online Booking)

Online Booking is the use of websites or apps to request a service or book an appointment without physically going to the location. This saves effort and helps you organize your time.

How do these tools work?

- **GPS (Global Positioning System):** The foundation of any smart transport system. It accurately determines your location and the vehicle's location, suggesting the best and fastest route.
- **Smart Apps:** Such as taxi-hailing or train-booking apps. They offer **Electronic Payment** options and show you the cost before you start.
- **Notifications and Reminders:** These send alerts about the arrival time of transport or reminders of your booking to avoid waiting.

Third: Innovation Challenge (Solving Transport Problems)

Comparison	Traditional Methods	Technological Solutions (ICT)
The Problem	Waiting at a bus station without knowing the arrival time.	Using a GPS tracking app to see its location on the map.
Payment	Paying with cash, which might lead to losing money.	Using Electronic Payment via phone, which is more secure.
The Result	Wasted time, crowding, and pollution.	Saving time, reducing pollution, and increasing safety.

Practical Application:

Dear Student: Create an illustrative chart using office software (like PowerPoint or Word) to show how much ICT contributes to our lives. Add icons and images to make the chart attractive and easy to understand.

Exercises on Lesson

Q1: Choose the correct answer:

1. What is the core component used in online booking applications to determine locations?

- a. Cooling system
- b. Cash payment system
- c. Global Positioning System (GPS)
- d. Solar power system

2. ICT contributes to a better environment by:

- a. Increasing the number of gasoline-powered cars
- b. Neglecting public transportation
- c. Reducing the number of computers
- d. Supporting the use of vehicles that do not emit harmful exhausts

3. One of the benefits of online booking in daily services is:

- a. Saving time and effort
- b. Increasing waiting time
- c. Using paper excessively
- d. Complicating procedures

4. If a flight booking app sends you a message to remind you of your departure time, this service is called:

- a. Automatic Notifications
- b. Central heating
- c. Photography
- d. Smart lighting

5. Which of the following terms stands for "Information and Communication Technology"?

- a. GBT
- b. ABC
- c. ICT
- d. CPU

6. Which of the following is considered a traditional problem solved by online booking systems?

- a. Sitting at home
- b. Using a phone
- c. Standing in a long queue
- d. Browsing the internet

7. When you use an app to track the location of the school bus, you are exploring ICT tools used in:

- a. Home building
- b. E-learning
- c. Modern agriculture
- d. Smart Transportation Systems

8. If a transportation company relies on electronic payment instead of cash, this increases: a.

- Safety/Security
- b. Pollution
- c. Fuel consumption
- d. Malfunctions

9. The tool that helps a driver find the best route to avoid traffic is part of a _____ system:

- a. Central cooling
- b. Guidance and Navigation
- c. Gaming and entertainment
- d. Smart lighting

10. The goal of proposing a new technological tool design is to:

- a. Ignore problems
- b. Make manual work more difficult
- c. Innovate smart solutions for problems
- d. Increase complexity

Q2: Put (✓) or (✗):

- 1- You can book an appointment to visit a doctor online without needing to go to the clinic physically. ()
- 2- Technology contributes to increasing carbon emissions in the environment. ()
- 3- A school bus tracking app helps the student organize their time and arrive at the scheduled time. ()
- 4- Proposing a new idea for an app design is considered a type of innovation. ()
- 5- There is no difference in time or effort between traditional booking and online booking. ()

Lesson2: Working with Operating Systems and Computer Applications



First: What is an Operating System (OS)?

The Operating System is the essential software that makes a computer run. It is responsible for running various programs such as games, word processors, and design tools. Without an operating system, the computer cannot function or interact with the user.

Examples of Operating Systems:

- **Windows:** From Microsoft.
- **macOS:** From Apple.
- **Linux:** An open-source system.
- **Android and iOS:** For smartphones and tablets.

An Operating System helps you:

- Manage files and folders.
- Run different applications and programs.
- Control hardware components like the screen, mouse, and keyboard.

Second: Changing System Settings

You can adjust your device settings through the **Control Panel** in Windows or through **Settings** on smartphones.

Common settings you can change:

- Changing the **Desktop Background**.
- Adjusting the **Volume Level**.
- Changing the **Language, Date, and Time**.
- Connecting to **Wi-Fi** networks.

Note: Be careful when changing system settings to ensure you do not negatively affect the device's performance.

Third: Installing Software and Applications

Programs are tools that help us perform specific tasks, such as writing, drawing, or learning.

- **On Computers:** To install a program, you can download it from the internet or use a CD, then follow the installation prompts.
- **On Smartphones:** Applications are downloaded from official stores:
 - **Google Play Store:** For Android devices.
 - **App Store:** For iPhone (iOS) devices.

Once installed, the application icon appears on your screen and can be opened with a simple click.

Practical Application:

Dear Student: (Change or Add) some secure applications on your mobile device (you may seek help from your teacher or one of your parents).

- Check the app ratings before downloading.
- Ensure the app is from a "Verified Developer."

Exercises on Lesson

Q1: Choose the correct answer:

1. What is the software that makes the computer work?

- a. Drawing program (Paint) b. Operating System c. Word processor d. Electronic game

2. Which of the following is an example of a mobile operating system?

- a. Windows only b. Linux c. Android and iOS d. macOS

3. To change the desktop background, we use:

- a. Keyboard b. Control Panel c. Recycle Bin d. Browser

4. The application store on Android devices is called:

- a. Word Store b. Play Store c. Windows Store d. Apple Store

5. Changing the language and date in system settings helps in:

- a. Improving sound b. Organizing device usage c. Deleting files d. Installing programs

6. Which company developed the Windows operating system?

- a. Google b. Apple c. Microsoft d. Linux

7. Which of the following is NOT an operating system?

- a. Android b. Facebook c. Windows d. macOS

8. What is the function of the operating system?

- a. Running games only b. Running the device and managing programs
c. Displaying images only d. Increasing internet speed

9. Where can you download applications on a phone?

- a. Recycle Bin b. App Store c. File Manager d. Settings

10. To adjust the sound on the device, we use:

- a. Printer b. Microphone c. Settings d. Recycle Bin

Q2: Put (✓) or (✗):

- 1- The operating system for Apple mobile devices is **iOS**. ()
2- To change the device language, we go to the **App Store**. ()
3- The computer's operating system is responsible for running programs and organizing the device. ()
4- The app store for iPhone devices is called the **Play Store**. ()
5- When installing a new program on a computer, you must follow the installation steps. ()

Lesson 3: Preparing and Sharing Reports



First: Writing Reports using Microsoft Word

Microsoft Word is one of the most famous word-processing programs in the world. It helps you write and format reports, add images, tables, and headings, making them organized and easy to read.

Program Interface Components:

When you open Word, you will see:

- **Menu Bar:** Contains tabs like **File**, **Insert**, and **Layout**.
- **Toolbar (The Ribbon):** Includes buttons for formatting text, such as changing color or font size.
- **Writing Area:** The space where you type your report content.

Steps to Write a Simple Report:

1. Open **Microsoft Word**.
2. Choose "**Blank Document**".
3. Type the report title, for example: "*Artificial Intelligence in Our Lives*".
4. Add text and images using the **Insert** menu.
5. Format the text using the tools in the top toolbar.
6. Save the file with a suitable name via the **File** menu, then click **Save**.

Second: Messaging Services

Messaging services like **WhatsApp**, **Messenger**, and **Telegram** help us exchange messages, photos, and files quickly and easily over the internet.

Tips for Using Messaging Safely:

- Do not share your personal information with strangers.
- Do not open strange or unknown links.
- Use messaging for useful things, such as studying or communicating with friends and teachers.
- Respect others in your messages and avoid spreading rumors.

Practical Application:

Dear Student: With the help of your teacher or a family member, use a messaging application like **WhatsApp** or **Telegram**. Then, write a report using Microsoft Word about their key features.

- Try to insert a screenshot of the app icon into your Word document.
- Use bullet points to list the features.

Exercises on Lesson

Q1: Choose the correct answer:

1. Which program is used for writing reports?

- a. Microsoft Excel b. Microsoft PowerPoint c. Microsoft Word d. Microsoft Paint

2. The command used to insert a picture into a document is:

- a. File b. Insert c. Layout d. View

3. The "Writing Area" in Word is the place where we:

- a. Change the language b. Type the text c. Save files d. Display images only

4. An example of a messaging application is:

- a. Microsoft Word b. WhatsApp c. Microsoft Excel d. Microsoft Paint

5. To protect yourself when using messaging services, you should:

- a. Share your number with everyone b. Open all links
c. Not share personal information d. Ignore privacy settings

6. A table can be added in Word from the _____ menu:

- a. Insert b. File c. View d. Tools

7. Which tool helps in formatting text?

- a. Changing the color b. Deleting the program
c. Adjusting the clock d. Turning on the sound

8. To save a file, we choose the command:

- a. Open b. Print c. Save d. Exit

9. A messaging service that allows sending photos is:

- a. Microsoft Word b. WhatsApp c. Microsoft Paint d. Microsoft Excel

10. One of the safe methods of using messaging services is:

- a. Sharing your password b. Disrespecting others
c. Using the app for useful things d. Opening unknown links

Q2: Put (✓) or (✗):

- 1- Microsoft Word is used for word processing and writing reports. ()
2- To save a document in Word, we use the "**Insert**" menu. ()
3- Images can be inserted into a document through the "**Insert**" menu. ()
4- An example of a messaging service is the **Excel** application. ()
5- One of the safety rules in messaging is to not open suspicious links. ()

Lesson4: Creating Presentations



1. What are Presentations?

Have you ever thought about how you can present your ideas or research results to your classmates and teacher in a fun and exciting way? This is what we call a **Presentation**.

Presentation: It is a collection of **slides** used to present information and ideas. It helps you deliver your message clearly and beautifully using text, images, shapes, and animations. Imagine telling a story using moving pictures and music! This is the secret to a successful presentation.

2. Microsoft PowerPoint: Your Creative Friend

The most famous and easiest program for creating these presentations is **Microsoft PowerPoint**. This program is part of the Microsoft Office suite that you often use at school and at home.

PowerPoint features very easy tools, such as drawing and writing tools, and many animation options that make your slides transition and appear in an attractive and cheerful way. Using PowerPoint makes you like a creative director producing a short film for your ideas!

3. Basic PowerPoint Tools: Let's Discover the Program!

When you open PowerPoint, you will find an organized interface that makes your work easier. Here are the most important places and tools you will need:

Tool Name (Place)	Location in the Program	Function
File Menu (File)	Top Left/Right (Depending on language)	To Save the presentation, Open a file, or Print it.
Home Tab (Home)	At the top part	Contains important formatting commands like changing font size, type, and color .
Tabs	At the top of the screen	Each tab (like Design, Insert, Animations) contains a group of specialized tools.
Design Tab	One of the main tabs	Used to choose the " Slide Size " and " Themes " to change the background and colors to suit your topic.
Insert Tab	One of the main tabs	Used to add new elements such as Images, Shapes, Charts (to explain numbers), and Videos .
Review Tab	One of the main tabs	Responsible for Spell Check and ensuring there are no spelling mistakes.

Practical Application:

Dear Student: Design a presentation on one of the following topics:

- The opening of the Grand Egyptian Museum.
- Ways to preserve the environment.
- Awareness against internet risks.

Pro Tip: Use the **Design** tab first to choose a beautiful theme, then use the **Insert** tab to add pictures that match your story!

Exercises on Lesson

Q1: Choose the correct answer:

1. What is the most famous program used to create presentations?

- a. Microsoft Word b. Microsoft Excel c. Microsoft PowerPoint d. Microsoft Paint

2. A presentation is used to:

- a. Write long letters. b. Perform mathematical calculations.
c. Present ideas and information in an interesting way. d. Browse the internet.

3. To add a new image to a slide, we use the _____ tab:

- a. Animations b. Design c. Insert d. View

4. If you want to change the shape and color of the entire slide background, you will use the _____ tab:

- a. File b. Insert c. Review d. Design

5. The main function of the "Review" tab is:

- a. Spell checking and ensuring word accuracy. b. Adding charts.
c. Formatting fonts and colors. d. Creating transition animations.

6. Which tools can you use to create an attractive and eye-catching visual presentation?

- a. Cooking tools. b. Easy tools like animations, shapes, and images.
c. Sewing tools. d. Sculpting tools.

7. In PowerPoint, the bar that contains commands such as changing font size is:

- a. File Bar b. Main Ribbon (Home Tab) c. Status Bar d. Animations Bar

8. Before you start designing slides, you can set the slide dimensions through the option:

- a. Slide Size b. Background Color c. Font d. Insert Table

9. Transition animation options between slides help you to:

- a. Print the document. b. Save the file.
c. Make your presentation more exciting and dynamic. d. Send an email.

10. What element must you maintain for your presentation to be successful?

- a. Using only a lot of text. b. Neglecting images.
c. Delivering your idea effectively and impressively to the audience.
d. Using only one font throughout the presentation.

Q2: Put (✓) or (✗):

1- Charts are used in PowerPoint to explain complex data and numbers in a simple way. ()

2- A **Theme** in PowerPoint means inserting an image inside the slide. ()

3- The "**Animations**" tab is used to add visual effects to elements within the slide. ()

4- Slides in PowerPoint are the spaces where we write text and add images. ()

5- One of the most important skills for using PowerPoint effectively is the ability to deliver the idea and impress the audience. ()

Lesson 5: Databases Using Excel



1. What is a Database?

Imagine you have a very large library full of books, and you want to find a specific book quickly. If the books are scattered everywhere, it will be very difficult. But if they are organized and recorded in a table with the **Book Title, Author's Name, and Shelf Number**, it becomes very easy! This organized table is what we call a **Database**.

- **Definition:** A **Database** is a way to store and organize huge amounts of data and information (such as student names, grades, and schedules) inside a computer to make it easy to analyze, search, and modify.
- **Importance:** It helps us collect information about people, places, or things and makes it easier to manage. For example, a school uses a database to organize information about its students (like student names and ID numbers).

2. Microsoft Excel: A Tool for Building Databases

We can use **Microsoft Excel**—the program where you learned addition, subtraction, sorting, and filtering—to create simple databases. Excel works using tables made of **columns** and **rows**.

Remember:

- **Field (Column):** Represents a specific type of information (e.g., "Student Name").
- **Record (Row):** Represents a complete set of information about one item (e.g., all data for one specific student).

3. Steps to Create a Simple Database in Excel

Step 1: Define Columns (Fields)

- In the first row (**A1, B1, C1...**), write the headers for the columns you need. These are called **Field Names**.
- **Example:** In cell **A1**, type "ID Number"; in **B1**, type "Class Name"; in **C1**, type "Student Name".

Step 2: Enter Data (Records)

- Start from the second row and fill in the information under each column.
- **Example:** Under "ID Number" (**A2**), type "1111-11-001". Under "Class Name" (**B2**), type "6/B". Under "Student Name" (**C2**), type "Ahmed Ali".

Step 3: Adding New Columns (Insert Column)

- If you want to add a new column like "Date of Birth," right-click on the column letter where you want the new column to appear.
- Choose **"Insert"**. A new column will be added and formatted automatically.

4. Calculations and Formulas in Excel

Excel is an excellent program for performing calculations! When dealing with a database containing numbers like student grades, you can use **Formulas**.

- **The Golden Rule:** To create any formula, you must always start with an **equal sign (=)**.

Simple Examples of Formulas:

- **To Add:** $=A1+B1$
- **To Subtract:** $=A1-B1$
- **To Calculate Average:** $=AVERAGE(A1:A10)$

Excel performs the calculations for you, making it easier to analyze your database!

Practical Application:

Dear Student: Using **Microsoft Excel**, create a simple database for some of your classmates or friends.

- Include fields like: Name, Phone Number, and Favorite Hobby.
- Try adding a new column after you finish entering the first three names

Exercises on Lesson

Q1: Choose the correct answer:

1. What is the most appropriate definition of a database?

- a. A collection of stories b. A way to store and organize large amounts of information.
c. A program for creating presentations. d. A file for writing letters.

2. In Excel, a row that contains complete information about one person is called a:

- a. Field b. Record c. Column d. Workbook

3. To add a new column in Excel, we use the option:

- a. Delete row b. Insert column c. Sort data d. Filter data

4. Programs like Microsoft Excel are used to create and manage:

- a. Daily notes b. Electronic games c. Databases d. Animations

5. Which symbol must every calculation (formula) in Excel start with?

- a. \$+\$ b. \$-\$ c. \$*\$ d. \$=\$

6. What name do we give to a column header in a database, such as "Student Name"?

- a. Record b. Row c. Field d. Workbook

7. When you set column headers like "ID Number" and "Class Name," you are typing in:

- a. The second row b. The first row c. The last column d. Any empty space

8. One of the common tools that helps you arrange data in Excel is:

- a. Insert image b. Sorting c. Add WordArt d. Draw a circle

9. If you want to calculate the sum of numbers in cells C2, C3, and C4, what is the correct formula?

- a. \$C2+C3+C4\$ b. \$=SUM(C2-C4)\$ c. \$=C2+C3+C4\$ d. \$C2C3C4\$

10. Storing large amounts of information in databases is done on:

- a. The radio b. A computer system c. An old phone d. A camera

Q2: Put (✓) or (✗):

- 1- When you use a formula like =B2-B3, you are performing a subtraction operation. ()
2- The primary goal of analyzing and changing data is to destroy the data. ()
3- When sorting data based on students' ages from youngest to oldest, we use the **Sort** tool. ()
4- The program that uses tables made of columns and rows to create databases is **Word**. ()
5- The first step in creating a simple database in Excel is defining and writing the column names (fields) in the first row. ()

حمل الآن

مجاناً وحصرياً

المراجعة رقم (4)

اختبار شهر ابريل



Unit 4: My Digital Project

Lesson 1: The Role of ICT in Improving Our Lives 8

Did you know that the smartphone you carry is not just for communication, but a powerful tool for solving real-world problems?

1. What is ICT?

- **ICT** stands for **Information and Communication Technology**.
- It refers to all technological tools that help us process information and is a real force for change in our lives.

2. The Role of ICT in Building a Better Environment:

1. **Clean Transportation:** ICT applications and electronic payment systems helped the spread of **Electric Vehicles (EVs)**. These vehicles do not emit harmful gases, reducing pollution.
2. **Saving Energy:** Technology helps us manage energy consumption in homes and factories smartly, reducing waste.
3. **Providing New Job Opportunities:** Technology has opened new doors in fields like clean transportation and smart services.

3. ICT and Family Services (Online Booking):

Online Booking: Using websites or apps to request a service or book an appointment without going to the location.

- **Importance:** Saves effort and helps organize time.

How Online Booking Apps Work:

1. **Global Positioning System (GPS):** The basis of any smart transport system. It locates you and the vehicle precisely and suggests the fastest route.

Getty Images

2. **Smart Applications:** Provide electronic payment options and determine the cost before starting the trip.
3. **Notifications and Reminders:** Send alerts about arrival times and remind you of your booking to avoid waiting.
4. Designing an ICT Tool to Solve Transportation Problems: 🚗🔧☐
 - **Problem 1:** Waiting at the bus station without knowing when it will arrive.
 - **Solution:** Use a **GPS tracking app** to see its location on the map.
 - **Problem 2:** Paying the driver in cash, which might lead to losing money.
 - **Solution:** Use **Electronic Payment** via phone, which is safer.

Results of using ICT tools in transportation:

- Saving time.
- Reducing pollution.
- Increasing safety.

A) Write (T) for True or (F) for False:

1. ICT stands for Information and Communication Technology. ()
2. Electric vehicles emit harmful gases that increase environmental pollution. ()
3. Online booking saves effort and helps in organizing our time. ()
4. GPS is the basis of any smart transportation system. ()
5. Smart applications allow users to pay for services electronically. ()
6. Technology helps manage energy consumption in homes to reduce waste. ()
7. You must go to the station to know the exact arrival time of a smart bus. ()
8. Electronic payment is considered safer than carrying cash. ()

B) Choose the correct answer:

1. helps determine your exact location and the fastest route to your destination: A) E-mail B) GPS C) Photoshop D) HTML
2. Using technology to request a service without leaving home is called:
A) Online Booking B) Manual Work C) Programming D) Image Editing
3. Electric vehicles contribute to a better environment because they provide:
A) Clean Transportation B) More Noise
C) Higher Pollution D) More Waste
4. To avoid waiting too long, apps send to remind you of your booking: A) Music B) Notifications C) Games D) Photos
5. A technological solution for losing cash while paying a driver is:
A) GPS B) Electronic Payment C) Using a map D) Waiting longer
6. ICT tools help create new job opportunities in the field of:
A) Manual cleaning B) Smart services C) Traditional farming D) Old crafts
7. To see a bus's location on a map in real-time, we use:
A) A Tracking App B) A Printer C) A Scanner D) A Camera

A) Write (T) for True or (F) for False:

1. Smartphones are only used for calling friends and family. ()
2. ICT is a powerful force for changing and improving our daily lives. ()
3. Smart transport systems help in reducing the time spent on trips. ()
4. GPS suggests the slowest route to help you enjoy the view. ()
5. Electronic payment is one of the features provided by smart apps. ()
6. ICT has no role in managing energy consumption in factories. ()
7. Notifications help you know when your ride is about to arrive. ()
8. Clean transportation helps in maintaining our health by reducing pollution. ()

B) Choose the correct answer:

1. Which of the following is a result of using ICT in transportation?
A) Increased pollution B) Saving time C) Losing money D) Wasting effort
2. The person can know the cost of the trip before it starts through:
A) Smart Apps B) Radio C) Paper maps D) Word of mouth
3. vehicles do not release harmful exhausts:
A) Traditional B) Electric C) Steam D) Old
4. To solve the problem of not knowing the bus arrival time, we use:
A) GPS tracking B) An alarm clock C) A compass D) A calculator
5. ICT helps us manage consumption in our homes smartly:
A) Water only B) Energy C) Food only D) Furniture
6. Online booking is important because it:
A) Wastes time B) Organizes time C) Is very difficult D) Requires walking
7. "Information and Communication Technology" is abbreviated as:
A) GPS B) HTML C) ICT D) CPU

A) Write (T) for True or (F) for False:

1. GPS stands for Global Positioning System. ()
2. Online booking requires you to visit the place to confirm your appointment. ()
3. Smart applications can send reminders to help you avoid being late. ()
4. Using electronic payment increases the risk of losing physical money. ()
5. ICT plays a big role in creating new jobs in clean energy fields. ()
6. Tracking apps help users see the movement of vehicles on a map. ()
7. Technology is a tool used to solve real-world problems. ()
8. Managing energy through technology leads to more resource waste. ()

B) Choose the correct answer:

1. What is the main goal of using electric vehicles in smart cities?
A) Reducing pollution B) Increasing noise
C) Wasting energy D) Making trips longer
2. To get a reminder for your train's arrival, you should check your:
A) GPS B) Notifications C) Battery D) Files
3. Online booking services are used for:
A) Only doctors B) Various services C) Only games D) Offline tasks
4. GPS helps smart transport systems by suggesting the:
A) Longest way B) Fastest route C) Most expensive way D) Hardest way
5. ICT tools make our life better by increasing:
A) Safety B) Pollution C) Effort D) Waiting time
6. Which technology is used to pay for a ride through a smartphone?
A) GPS B) Electronic Payment C) HTML D) Motion Blur
7. To find out where your requested car is exactly, you use:
A) Email B) GPS C) JavaScript D) GIMP

Lesson 2: Dealing with Operating Systems and Computer Applications

1. What is an Operating System (OS)?

The **Operating System** is the main program that makes the computer work.

- It controls hardware components like the monitor, mouse, and keyboard.
- It is responsible for running different programs such as games, word processors, and design tools.
- **Important:** A computer cannot function or interact with the user without an Operating System.
- It helps manage files and folders.

2. Examples of Operating Systems:

- **Windows** (by Microsoft).
- **Android** (by Google).
- **iOS** (by Apple - for iPhones and iPads).
- **Linux** (Open source).

Note: For smartphones and tablets, the most common systems are **Android** and **iOS**.

3. Changing System Settings:

You can modify your device settings through:

- **Control Panel** (in Windows).
- **Settings** (on smartphones).

Settings you can change include:

- Changing the wallpaper.
- Adjusting the date and time.

- Adjusting volume levels.
- Connecting to the internet (Wi-Fi).
- Changing the language.

⚠️ **Warning:** Be careful when changing settings so you don't affect how the device functions.

4. Programs and Applications:

Applications are tools that help us perform specific tasks such as:

- **Writing** (Word processors).
- **Drawing** (Design tools).
- **Learning** (Educational apps).

How to Install Programs and Apps:

- **On a Computer:**

1. Download the program from the internet or use a CD/DVD.
2. Follow the installation steps (Setup).

- **On Smartphones:**

1. Download apps from a store like **Google Play** or the **App Store**.
2. After installation, the app icon appears on the screen, and you can open it by clicking on it.

A) Write (T) for True or (F) for False:

1. A computer can work perfectly fine without an operating system. ()
2. Windows is an example of an operating system produced by Microsoft. ()
3. The operating system is responsible for managing files and folders. ()
4. You can change the device language through the Control Panel in Windows. ()
5. Android is an operating system used primarily for smartphones. ()
6. Apps like Google Play are used to download programs on a laptop. ()
7. Changing system settings should be done carefully to avoid problems. ()
8. The OS controls hardware components like the mouse and keyboard. ()

B) Choose the correct answer:

1. The program that makes the computer work and manages its hardware is the:
A) Word Processor B) Operating System C) Charging Cable D) Game
2. To change the wallpaper or date on a Windows computer, you use the:
A) App Store B) Control Panel C) Keyboard D) Google Play
3. Which of the following is an operating system for Apple smartphones (iPhones)? A) Windows B) Linux C) iOS D) Android
4. On a smartphone, you download new applications from the:
A) Control Panel B) App Store C) CD-ROM D) Printer
5. An example of an operating system developed by Google is:
A) Windows B) Android C) iOS D) PowerPoint
6. After installing an app on a phone, its appears on the screen:
A) Battery B) Icon C) Cable D) Settings
7. The operating system is responsible for running programs like:
A) Only Games B) Various Apps C) Only the Monitor D) Only the Mouse

A) Write (T) for True or (F) for False:

1. Linux is one of the examples of an operating system. ()
2. You use "Settings" on a smartphone to connect to the internet. ()
3. Applications are tools that help us with specific tasks like drawing. ()
4. To install a program on a PC, you might use a CD or the internet. ()
5. iOS is an operating system created by Google. ()
6. The icon of an app appears on the screen only after it is installed. ()
7. Adjusting the volume is one of the settings you can change in an OS. ()
8. Hardware components like the monitor do not need an OS to function. ()

B) Choose the correct answer:

1. Which of the following is NOT an operating system?
A) Windows B) Android C) Google Play D) Linux
2. To adjust the time and date on your smartphone, you go to:
A) Google Play B) Settings C) The Camera D) App Store
3. The system that manages the interaction between the user and the computer is: A) HTML B) JavaScript C) Operating System D) Email
4. is an example of a task-specific tool or application:
A) Writing App B) The Mouse C) The Keyboard D) The Battery
5. When you install a program on a computer, you usually follow:
A) Deletion steps B) Installation steps C) No steps D) Drawing steps
6. Which operating system is most common on various brands of tablets? A) Windows B) Android C) iOS D) MacOS
7. Connecting to a Wi-Fi network is an example of changing system:
A) Icons B) Settings C) Hardware D) Batteries

A) Write (T) for True or (F) for False:

1. The operating system acts as a link between the user and the hardware. ()
2. You can download smartphone apps from the "Control Panel". ()
3. Windows, Android, and iOS are all types of operating systems. ()
4. Changing the screen wallpaper is an example of system settings. ()
5. You must click on the app icon to open it after installation. ()
6. A smartphone uses the same operating system as a desktop computer. ()
7. Every computer needs an OS to run programs like word processors. ()
8. You should never change the date or time on your device. ()

B) Choose the correct answer:

1. Which company produces the Windows operating system?
A) Google B) Microsoft C) Apple D) Linux
2. To perform a specific task like "Learning", you need to use an:
A) Operating System B) Application C) External Disk D) Empty Folder
3. The controls the monitor, mouse, and keyboard:
A) Printer B) Operating System C) Scanner D) Application
4. If you want to download a new game on your Android phone, you use:
A) Control Panel B) Google Play C) Settings D) Windows
5. Which of these is an example of a system setting?
A) Changing Language B) Buying a Mouse
C) Cleaning the Screen D) Printing Paper
6. Without an operating system, the computer is:
A) Faster B) Unable to work C) Better for games D) Only for drawing
7. Installation of programs on a PC can be done via the internet or:
A) A CD B) A Printer C) A Scanner D) A Mouse

Lesson 3: Preparing and Sharing Reports

1. Microsoft Word:

One of the most famous word processing programs in the world.

- It helps in writing and formatting reports.
- It makes reports organized and easy to read.
- It allows adding images, tables, and headings.

2. Program Interface Components:

- **Toolbar (Ribbon):** Contains text formatting buttons (Color, Size, Font type).
- **Typing Area:** The space where you write your report.

3. Steps to Write a Simple Report:

1. Open **Microsoft Word**.
2. Choose "**New Document**".
3. Write the report title (e.g., "AI in Our Lives").
4. Add texts, images, and tables from the "**Insert**" menu.
5. Format the text using the tools in the top toolbar.
6. Save the file from the "**File**" menu then "**Save**".

4. Messaging Services:

They help us exchange messages, photos, and files quickly and easily over the internet, such as:

* **WhatsApp.** * **Telegram.** * **Messenger.**

Tips for Using Messaging Services Safely:

1. **Do not share your personal information** with strangers.
2. **Do not open strange or unknown links**, as they might be harmful.
3. Use these apps for useful things like studying or communicating with friends and teachers.
4. **Respect others** in your messages and avoid spreading rumors.

A) Write (T) for True or (F) for False:

1. Microsoft Word is used for writing and formatting reports. ()
2. You can add images and tables to a report using the "Insert" menu. ()
3. The toolbar in Word contains buttons to change font color and size. ()
4. WhatsApp and Telegram are examples of messaging services. ()
5. It is safe to share your home address with strangers on Messenger. ()
6. You should always click on any link sent to you by an unknown person. ()
7. Saving a file in Word is done through the "File" menu. ()
8. Messaging apps should be used for useful things like studying. ()

B) Choose the correct answer:

1. Which program is the best choice for writing a school report?
A) Microsoft Word B) WhatsApp C) Telegram D) Google Play
2. To add a table to your document in Word, you go to the menu:
A) File B) Insert C) Home D) Save
3. The is the place where you type the content of your report:
A) Toolbar B) Typing area C) Ribbon D) Taskbar
4. Which of the following is a safe practice when using messaging apps?
A) Sharing passwords B) Respecting others
C) Opening unknown links D) Spreading rumors
5. To change the font size of your text, you use tools found in the:
A) Insert menu B) Toolbar C) External disk D) Printer
6. is a messaging service used to exchange files and photos:
A) Microsoft Word B) Telegram C) Windows D) Android
7. To keep your work for later, you must click on in the File menu:
A) New B) Save C) Delete D) Insert

A) Write (T) for True or (F) for False:

1. You can make your report easier to read by using headings and formatting. ()
2. Microsoft Word does not allow users to change the type of font. ()
3. Messaging services allow people to communicate quickly over the internet. ()
4. Respecting others and avoiding rumors is part of using apps safely. ()
5. A "New Document" is the first thing you choose when starting a report. ()
6. The "Ribbon" in Word is another name for the toolbar area. ()
7. Opening unknown links is a good way to discover new websites. ()
8. Telegram can be used to communicate with teachers about lessons. ()

B) Choose the correct answer:

1. Which button helps you change how your text looks (color, bold, etc.)?
A) Save B) Formatting tools C) Delete D) Power button
2. Information like your phone number and birthdate is called:
A) Public info B) Personal information C) Rumors D) Links
3. To start a fresh report, you should open a:
A) New Document B) Saved image C) Table D) Toolbar
4. is an example of an app used for messaging:
A) Microsoft Word B) WhatsApp C) GIMP D) Linux
5. Using Microsoft Word makes your report look more:
A) Organized B) Corrupted C) Hidden D) Difficult to read
6. If you receive a strange link from a stranger, you should:
A) Open it B) Not open it C) Share it D) Click it twice
7. The "File" menu in Word is used to:
A) Draw pictures B) Save the document
C) Change the mouse D) Chat with friends

A) Write (T) for True or (F) for False:

1. Word processing programs like Word help in creating organized documents. ()
2. You can use Messenger to exchange study files with your classmates. ()
3. Sharing personal data with strangers online makes you safer. ()
4. The "Insert" menu is used to add things like photos and tables. ()
5. Following safety tips on the internet protects you from hackers. ()
6. Microsoft Word is a messaging service similar to WhatsApp. ()
7. Typing a report title is one of the basic steps in creating a report. ()
8. You should use a clear font and size to make your report readable. ()

B) Choose the correct answer:

1. What is the most famous word processing program?
A) Telegram B) Microsoft Word C) Windows D) Google Meet
2. You can communicate with your teacher via to ask about homework:
A) Microsoft Word B) Messaging Services C) External Disk D) BIOS
3. Text formatting tools allow you to change the font:
A) Color and Size B) Battery level
C) Screen brightness D) Computer speed
4. A safe way to use the internet is to:
A) Use it for learning B) Spread rumors
C) Insult others D) Share passwords
5. To insert a picture into your report, you use the:
A) Save menu B) Insert menu C) Delete menu D) Close button
6. Messaging apps like are popular for group chats:
A) Excel B) WhatsApp C) Word D) Photoshop
7. To make sure your report isn't lost, you should use the command:
A) New B) Save C) Cut D) Print

Lesson 4: Creating Presentations

1. What is a Presentation?

Have you ever thought about how to show your ideas or research results to your classmates and teacher in a fun and exciting way? This is called a **Presentation**.

- **Definition:** A group of **Slides** used to present information and ideas clearly and attractively.
- **It uses:** Text, Images, Shapes, Animations, and Effects.
- Presentations can even tell a story with moving pictures and music!

2. Microsoft PowerPoint:

Microsoft PowerPoint is the most famous and easiest program for creating presentations. It is part of the **Microsoft Office** suite.

- **Features:**

- Easy tools for drawing and writing.
- Multiple options for animations and effects.
- Makes the presentation engaging and fun.
- Makes you like a "Creative Director" making a short movie for your ideas.

Slides: These are the spaces where you type text and add images or other elements.

3. Basic PowerPoint Tools:

When you open PowerPoint, you will find an organized interface with several **Tabs** at the top:

1. **File Tab:** Used to save your presentation, open an existing one, or print it.
2. **Home Tab:** Used for text formatting, such as changing font size, type, and color.
3. **Insert Tab:** Used to add new elements to the slide, such as:
 - Images, Geometric Shapes, Charts, and Videos.
4. **Design Tab:** Used to choose the slide size, change backgrounds, and select themes (colors) suitable for your topic.
5. **Animations Tab:** Used to add visual effects to the elements **inside** the slide (like making text fly in).
6. **Review Tab:** Used to check spelling and ensure words are written correctly.

A) Write (T) for True or (F) for False:

1. A presentation is a group of slides used to show ideas attractively. ()
2. Microsoft PowerPoint is part of the Microsoft Office suite. ()
3. You can only use text in PowerPoint and cannot add any images. ()
4. The "Insert" tab is used to add shapes and videos to a slide. ()
5. Animation effects make the presentation more engaging and fun. ()
6. The "File" tab is where you go to change the font color of your text. ()
7. Slides are the spaces where we place our content in PowerPoint. ()
8. You should use the "Review" tab to check for spelling mistakes. ()

B) Choose the correct answer:

1. Which program is used to create attractive presentations with slides?
A) Microsoft Word B) Microsoft PowerPoint
C) Google Chrome D) Windows
2. To add a new picture or a chart to your slide, you use the..... tab:
A) Design B) Insert C) Home D) File
3. The tab allows you to change the background and colors of your slides: A) Animations B) Review C) Design D) Home
4. Visual effects added to elements inside a slide are found in the tab: A) Animations B) Insert C) File D) Home
5. To save your presentation or print it, you must click on the:
A) Home tab B) Insert tab C) File tab D) Design tab
6. PowerPoint makes the user feel like a making a movie for their ideas: A) Programmer B) Creative Director C) Pilot D) Doctor
7. Formatting text (size, color, and type) is mainly done through the:
A) Home tab B) Review tab C) Insert tab D) Animations tab

A) Write (T) for True or (F) for False:

1. PowerPoint slides can contain music and moving pictures. ()
2. The "Home" tab is located at the top of the PowerPoint interface. ()
3. You use the "Design" tab to add a video clip to your presentation. ()
4. Animations help in making the presentation clear and exciting. ()
5. "File" tab is usually located at the top corner (left or right). ()
6. You cannot change the font type in a PowerPoint presentation. ()
7. The "Review" tab helps in correcting spelling errors. ()
8. Microsoft PowerPoint is considered a difficult program for beginners. ()

B) Choose the correct answer:

1. What are the pages in a PowerPoint presentation called?
A) Folders B) Slides C) Files D) Envelopes
2. If you want to make a title "fly into" the screen, you use:
A) Design B) Animations C) Review D) File
3. To choose a specific theme or color for all your slides, go to:
A) Insert B) Home C) Design D) Review
4. is NOT an element you can add via the "Insert" tab:
A) Video B) Geometric Shape C) Chart D) Keyboard battery
5. Changing the font size of the text is a function of thetab:
A) Home B) Insert C) Animations D) File
6. You can find the "Print" command under the:
A) Review menu B) File menu C) Design menu D) Home menu
7. Presentations are used to present research results to:
A) Only teachers
B) Classmates and teachers
C) No one
D) Only printers

A) Write (T) for True or (F) for False:

1. Presentations can be used to tell a story using pictures and effects. ()
2. Each tab in PowerPoint contains a specific group of tools. ()
3. The "Insert" tab is used to save the final presentation to the computer. ()
4. You can use geometric shapes to help explain your ideas on a slide. ()
5. Spelling mistakes can be checked using the "Review" tab. ()
6. The "Animations" tab is used to change the slide's background color. ()
7. PowerPoint is part of the software used in schools and homes. ()
8. You can add text to a slide but you cannot change its color. ()

B) Choose the correct answer:

1. Which tab contains the tools for "Font Type" and "Font Color"?
A) Insert B) Design C) Home D) Review
2. To add a movie or a short video to your slide, click on:
A) Home -> Video B) Insert -> Video C) File -> Video D) Design -> Video
3. The "File" tab allows you to your presentation:
A) Draw on B) Save or Open C) Animate D) Check spelling in
4. To make a presentation look professional and attractive, we use:
A) Only black text B) Images and Animations
C) No colors D) Empty slides
5. Correcting "typos" (spelling errors) is done in the tab:
A) Review B) Animations C) Design D) Home
6. Slides allow you to add:
A) Text and Images B) Only sound C) Only numbers D) Nothing
7. Microsoft PowerPoint is one of the programs for presentations:
A) Hardest B) Easiest C) Smallest D) Slowest

Lesson 5: Databases Using Microsoft Excel

1. What is a Database?

Imagine you have a library full of books:

- If the books are scattered → It is hard to find a specific book. ✗
- If they are organized in a table → It is easy to search. ✓
- **Definition:** A **Database** is a way to store and organize large amounts of data inside a computer.

2. Importance of Databases:

- Collecting information about people, places, and things.
- Making search and analysis easier.
- Organizing, managing, and editing data.
- **Example in School:** Organizing student data like: (Name, ID number, Grade, Scores).

3. Microsoft Excel:

It is used to create simple databases and features:

- **Sorting and Filtering.**
- **Mathematical Operations** (Addition, Subtraction, Average).
- Working in tables consisting of **Columns** and **Rows**.

Key Terms:

- **Column:** Called a **Field** (represents a type of information, like Name).
- **Row:** Called a **Record** (represents complete data for one entity, like all data for one student).

4. Steps to Create a Simple Database in Excel:

- **Step 1: Define Fields:** In the first row, write column headings:
 - Cell **A1**: ID Number.
 - Cell **B1**: Class.
 - Cell **C1**: Student Name.

- **Step 2: Enter Records:** Start from the second row:
 - **A2:** ID Number (e.g., 101).
 - **B2:** Class (e.g., Grade 6).
 - **C2:** Student Name (e.g., Ahmed).
- **Step 3: Add New Columns:** To add a column like "Date of Birth":
 - Right-click on the column header.
 - Choose **"Insert Column"**.

5. Mathematical Operations in Excel: **+-**

The Golden Rule: Any mathematical formula must **always** start with the **(=)** sign.

- **Addition:** $=A2+B2$
- **Subtraction:** $=B2-B3$
- **Average:** $=(B2+C2)/2$

Excel performs calculations automatically, which makes data analysis very easy.

A) Write (T) for True or (F) for False:

1. A database is a way to store and organize large amounts of information. ()
2. Microsoft Excel is used to create and manage simple databases. ()
3. In Excel, a column is referred to as a "Record". ()
4. Any mathematical formula in Excel must begin with the (=) sign. ()
5. Databases make it difficult to search for specific information. ()
6. Cell C1 is a good place to write the heading "Student Name". ()
7. You can use Excel to calculate the average of student scores automatically. ()
8. To add a new column, you should left-click on the row number. ()

B) Choose the correct answer:

1. In an Excel database, a "Field" is represented by a:
A) Row B) Column C) Sheet D) Password
2. The "Golden Rule" for formulas in Excel is to start with:
A) + B) - C) = D) *
3. A row in a database that contains all the data for one person is called a:
A) Field B) Record C) Cell D) Table
4. To calculate the sum of cells A2 and B2, the correct formula is:
A) A2+B2= B) =A2+B2 C) Sum A2 B2 D) +A2+B2
5. Which tool in Excel helps you organize data alphabetically or numerically? A) Sorting B) Deleting C) Painting D) Charging
6. Cell A1, B1, and C1 are usually used to write:
A) Student names B) Column headings (Fields) C) Scores D) Photos
7. Databases are used in schools to organize information about:
A) Only teachers B) Students and grades C) Only walls D) Only toys

A) Write (T) for True or (F) for False:

1. Excel automatically updates calculations when you change the data. ()
2. A database field describes a single category of information. ()
3. You do not need the (=) sign if you are only doing a simple addition. ()
4. Organizing a library of books is a good example of a database. ()
5. In Excel, the second row (Row 2) is where the actual data entries begin. ()
6. You cannot add new columns once the database is created. ()
7. Databases help in the analysis of large amounts of information. ()
8. Record is the horizontal part of the table (Row). ()

B) Choose the correct answer:

1. What does the formula =A2+B2 do in Excel?
A) Subtracts data B) Adds data C) Deletes data D) Divides data
2. A student's name, grade, and ID all together in one row is a:
A) Field B) Record C) Column D) Symbol
3. To add a new field to an existing database, you:
A) Insert a row B) Insert a column C) Delete a cell D) Save the file
4. Which program is most famous for creating simple databases?
A) Word B) Excel C) PowerPoint D) GIMP
5. If you see scattered books, it's like having:
A) A good database B) No database organization C) A filter D) A record
6. The vertical part of an Excel table is called a:
A) Row B) Column (Field) C) Record D) Formula
7. To find the average of two cells, you should use the:
A) + sign B) / sign with sum C) - sign D) * sign

كيفية طباعة صفحات معينة من ملف معين

مثلا ازاي نطبع الصفحات من صفحة 4 الى صفحة 9

